



DEPARTMENT OF VETERANS AFFAIRS
ASSISTANT SECRETARY FOR HUMAN RESOURCES AND ADMINISTRATION
WASHINGTON DC 20420
OCT 09 2003

MEMORANDUM FOR UNDER SECRETARIES, ASSISTANT SECRETARIES,
OTHER KEY OFFICIALS, AND FIELD FACILITY DIRECTORS

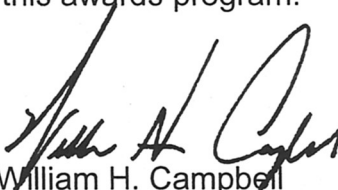
SUBJECT: The Secretary's Fifteenth Annual Equal Employment Opportunity
Awards Program

I am pleased to announce the call for nominations for the Secretary's
Fifteenth Annual Equal Employment Opportunity (EEO) Awards Program.

The Secretary's EEO Awards are the highest recognition given to VA
employees who have excelled in promoting or have made significant
contributions to VA's EEO Program. Nomination criteria and instructions for
preparing your nomination(s) are attached. The Office of Diversity Management
and Equal Employment Opportunity must receive nominations no later than
Monday, December 8, 2003.

The Department of Veterans Affairs provides equal employment
opportunities through a continuing affirmative employment program. These
awards are your opportunity to recognize employees who have helped VA attract
and retain a diverse workforce, which is one of VA's greatest strengths.

The Secretary's EEO Awards demonstrate the importance placed on VA's
EEO Program, and exemplify VA's commitment to equal employment
opportunity. I urge you to support this awards program.


William H. Campbell
Acting

Attachments

NOMINATION CRITERIA AND INFORMATION

SECRETARY'S FIFTEENTH ANNUAL EQUAL EMPLOYMENT OPPORTUNITY (EEO) AWARDS PROGRAM

I. AWARD CATEGORIES

- A. Non-supervisory employees.
- B. Supervisors and managers through GS-14 and equivalent.
- C. Managers and executives GS-15 and above.
- D. EEO program representatives such as counselors, investigators, EEO committee members, and special emphasis program managers.
- E. Employees promoting the programs for disabled veterans and people with targeted disabilities.

II. NOMINATION CRITERIA

- A. Nominations will be processed through appropriate procedures established within each organizational component. The nominations should include a brief narrative that summarizes each individual's accomplishments. One or more of the following criteria should be used:
 - 1. Demonstrated leadership, skill, ability, or creativity in designing or administering major EEO projects or programs. This can be accomplished through outstanding participation on various EEO committees such as the Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program.
 - 2. Utilized existing programs or resources to implement the EEO program in an innovative manner.
 - 3. Achieved significant savings to the Government by the avoidance and/or resolution of EEO complaints.
 - 4. Assisted in the successful placement of a significant number of minorities, women, and persons with disabilities into

training and/or developmental opportunities. These opportunities offer the potential for major career advancement.

5. Contributed significantly to improving the Department's overall EEO profile with respect to underrepresented minorities, women, and persons with disabilities in occupations identified in local affirmative action plans.
 6. Established relationships with community organizations of minorities, women, or persons with disabilities, which resulted in, improved employment representation of one or more groups, or improved relations between VA and local communities, thus enhancing the image of VA as an Equal Opportunity Employer.
 7. Demonstrated specific, innovative, and exemplary actions to meet the Secretary's goals for increasing the representation of disabled veterans and people with targeted disabilities. This includes enhancing their employment transition, promotion, and advancement.
- B. Nominations should describe clearly and concisely the basis for the nomination. Nominations should include only those individuals who have achieved outstanding results through unusually effective leadership, skill, innovation and perseverance in extending equal opportunity to all, particularly minorities, women, and people with disabilities. While special acts or other one-time achievements will be considered, these awards will place special emphasis on effective and sustained efforts worthy of recognition. This justification will serve as the principal basis for selection of the award recipient. Group nominations will not be considered.
- C. Abbreviations should not be used unless they are familiar terms. Acronyms must be defined the first time that they are used.
- D. Incomplete nominations will be returned to the originating organization for correction. If nominations cannot be corrected within the allotted time to avoid delaying the screening/approval process, the nomination will not receive further consideration.

III. DOCUMENTATION AND PROCESSING

- A. The following identification details should be provided along with the narrative, in the following format:
1. Full name of nominee.
 2. Specific category for which the nominee is to receive consideration (see Section I, Categories of Award Recipients).
 3. Name and location of duty station.
 4. Previous awards and significant honors (give dates).
 5. Community service membership and activity in professional associations, community organizations, etc.
 6. Narrative described in Section II, Nomination Criteria.
 7. Nominations from the Veterans Health Administration field facilities should be submitted to the Management Support Office/EEO Affirmative Employment Team (10A2E). Nominations from Veterans Benefits Administration (VBA) field facilities should be submitted through the appropriate VBA channels for concurrence and forwarded to the Office of Human Resources (20A2) and Equal Employment Manager (20A1E) for coordination and submission to the Under Secretary for Benefits. Nominations from the National Cemetery Administration should be submitted through the Director, Administration Service, for concurrence. Nominations from headquarters' offices should be submitted through the appropriate organizational head. All nominations (original and two copies) must be received in the Office of Diversity Management and Equal Employment Opportunity (DM&EEO - 06), by no later than **December 8, 2003**.
- B. A screening committee will review all nominations, select semifinalists, and submit the names to an ad hoc committee for selection of finalists.
- C. The ad hoc committee will review the nominations of semifinalists and submit recommendations for finalists to the Secretary.



DEPARTMENT OF VETERANS AFFAIRS

CONSENT FOR USE OF PICTURE AND/OR VOICE

CONSENT OF (Name)

NOTE: The information requested on this form is solicited under the authority of title 38, United States Code. The execution of this form does not authorize disclosure of the materials specified below except for the purpose(s) stated. The specified material may be used within the VA for authorized purposes, such as for education of VA personnel or for VA research activities. It may also be disclosed outside the VA as permitted by law. If the material is part of a VA system of records, it may be disclosed outside the VA as stated in the 'Routine Uses' in the "VA Privacy Act Systems of Records" published in the Federal Register. A copy of the 'Routine Uses' is available upon request to the administrative office of the VA facility involved.

You do not have to consent to have your picture or voice taken, recorded, or used. Your refusal to grant your consent will have no effect on any VA benefits to which you may be entitled.

I hereby voluntarily and without compensation authorize pictures and/or voice recording(s) to be made of me (or of the above-name individual if the individual is legally unable to give consent) by (specify the name of the VA facility, newspaper, magazine, television

While I am (describe the activity, if any to be photographed or recorded)

I authorize disclosure of the picture and/or voice recording to (specify name and address of the organization, agency, or individual(s) to whom the release is to be made)

I understand that the said picture(s) and/or voice recordings) is intended for the following purpose(s)

I have read and understand the foregoing and I consent to the use of my picture and/or voice as specified for the above-described purpose(s). I further understand that no royalty, fee or other compensation of any character shall become payable to me by the United

(SIGNATURE OF INDIVIDUAL OR OTHER LEGALLY AUTHORIZED PERSON)

(DATE)

INTERVIEW AND PERMISSION OBTAINED BY (Name - title - address)

(SIGNATURE OF INTERVIEWER)

(DATE)

PRODUCTION TITLE

PRODUCTION NO.

IMPRINT PATIENT PLATE OR WRITE IN INDIVIDUAL'S NAME & ADDRESS

IMPORTANT: This form must always be completed prior to the making or using pictures and ½ or voice recording(s) of any individual. If that individual has any history of drug abuse, alcoholism or sickle cell anemia or injection with the human immunodeficiency virus, an additional VA Form 10-5345 is required prior to the release of any data to any source.